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**Sample MBA Recommendation Letter**

**[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**Admissions Committee  
[MBA Program]  
[University Name]  
[School Address]  
[City, State, ZIP Code]**

**Dear Admissions Committee,**

**It is with great enthusiasm that I recommend [Candidate’s Name] for your MBA program. I had the pleasure of working with [Candidate’s Name] as [his/her/their] manager at [Company Name] for the last three years. During this time, I have seen [Candidate’s Name] grow into a confident, strategic leader with an exceptional work ethic.**

**[Candidate’s Name] has consistently demonstrated [his/her/their] ability to manage complex projects and solve problems creatively. One example that stands out is [his/her/their] leadership in a critical project that reduced operational costs by 15% while increasing customer satisfaction. [Candidate’s Name] always approaches tasks with a solution-oriented mindset and is highly respected by colleagues for [his/her/their] ability to work well with diverse teams.**

**I have no doubt that [Candidate’s Name] will succeed in your MBA program and use the knowledge gained to achieve even greater professional success. [He/She/They] possess the right blend of intelligence, dedication, and leadership skills that will make [him/her/them] a valuable asset to your school.**

**Thank you for considering [Candidate’s Name] for your MBA program. Should you require additional information, please feel free to contact me.**

**Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]**